

ROUTING AND TRANSMITTAL SLIP		Date
		18 MAR 86
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. EXO/DDA		<i>Em</i> 18.3
2.		
3. DDA REG		
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5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

D/OCA HAS ACTION.

D/OL and C/P&PD/OL RECEIVED COPIES.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL	X			
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/Logistics		X		
18	C/P&PD/OL		X		
19					
20					
21					
22					
		SUSPENSE _____ Date			

Remarks

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Executive Secretary

17 Mar 86

Date

3637 (10-81)

STAT

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60-4

# Congress of the United States

## Joint Committee on Printing

March 13, 1986

Executive Registry

86- 1037X

TO: HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES

The Committee wishes to inform Departments and Agencies that the semi-annual submission of the "Printing Plant Report" (JCP Form 1) is no longer required. Although the mid-fiscal year Form 1 does not contain "cost information," it has been used to compare units produced on each piece of equipment. The Committee believes that the information required in Parts II and III can be accumulated and reported annually on the existing Form 1. The present Form 1 can be treated as an annual report until the Committee issues new reporting forms, which are now being developed. Please indicate clearly on the report submitted that it is an annual report.

Although this change in the reporting period relieves the Departments and Agencies from formally preparing printing plant production data at mid-year, the Committee requests each Department and Agency to continue collecting and maintaining this information throughout the year. Use of this data throughout the year will aid each organization in properly managing its printing-related operations. On occasion, the Committee will request this information on a partial-year basis when conducting a review of specific facilities.

The "Commercial Printing Report" (JCP Form 2) must continue to be submitted semi-annually, since it keeps the Committee informed of work being directly procured in the private sector and indicates if there are violations of paragraph 49-2 of the regulations.

With best wishes,

Sincerely,



Charles McC. Mathias, Jr.  
Chairman